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MIRANDA C. PASTER
ACTING DIVISION HEAD

May 15, 2013

Mr. Don Duckworth, Executive Director
Westchester Town Center BID
8929 South Sepulveda Blvd., #130
Westchester, CA 90045

RE: SUBMISSION OF BUSINESS IMPROVEMENT DISTRICT (BID) PROPERTY ASSESSMENT DATABASE FOR THE 2014 ASSESSMENT YEAR

Dear BID Director:

In order to ensure the timely placement of the property assessment data on the County of Los Angeles property tax rolls, please submit your BID's property assessment data to our Office no later than **Monday, June 3, 2013**.

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns. Government owned parcels (if any) are to be included in the same Excel file as non-government owned parcels and in the same manner, but should be placed on a separate sheet.

Note that the formatting has no totals, no currency formatting, no dashes in the parcels numbers, and the agency account number is listed just once at the top of the sheet. Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at Dennis.Rader@lacity.org.

The BID's property assessment database must be submitted even if there will be no changes for the 2014 assessment year. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized an increase, please submit a copy of the Board's authorization along with the BID's property assessment database.

If you have any questions, please contact our Office at (213) 978-1099.

Sincerely,

Miranda Paster, Acting Division Head
Administrative Services Division

MCP:RMH:rks

Attachment